



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361-0001

IN REPLY REFER TO  
NAVAIRINST 5420.34A  
AIR-04A  
13 Nov 86

NAVAIR INSTRUCTION 5420.34A

From: Commander, Naval Air Systems Command

To: Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Program Directors, Designated Program Managers, Program Coordinators, Directorate Directors, and Office and Division Directors

Subj: ESTABLISHMENT OF THE OPERATIONS AND MAINTENANCE, NAVY, REVIEW BOARD

1. Purpose. To establish the Operations and Maintenance, Navy (O&M,N) Review Board within the Naval Air Systems Command Headquarters.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5420.34. (R)

3. Scope. The Assistant Commander for Fleet Support and Field Activity Management (AIR-04) acts for the Commander, Naval Air Systems Command, in directing the command-wide applications and allocation of O&M,N funds. (R)

4. Membership

a. Permanent Members

(R)

|   |                      |
|---|----------------------|
| Assistant Commander for Fleet Support and Field Activity Management | (AIR-04) chairperson |
| Deputy Director, Fleet Support and Field Activity Management        | (AIR-04A)            |
| Deputy Commander for Program Support                                | (AIR-01)             |
| Assistant Commander for Systems and Engineering                     | (AIR-05)             |
| Comptroller   | (AIR-08)             |
| Director, Corporate Management Directorate                          | (AIR-71)             |

b. Staff Advisor. The Director, Operations and Manpower Budget Division (AIR-804) will serve as the Review Board Action Officer and technical advisor for planning, programming and budgeting system matters.

c. Attendance. When necessary, a member may designate an alternate to attend. The only acceptable alternate will be A or B codes, i.e., deputy director, technical director, executive director, etc. In the case of AIR-71, a division director is a suitable alternate. The designee will be authorized to act for the member represented.



NAVAIRINST 5420.34A

13 Nov 86

5. Functions. The O&M,N Review Board will make recommendations to Commander Naval Air Systems Command on:

a. The application, allocation, and/or reallocation of O&M,N resources, and

b. Proposals and justifications for manpower resources as reflected in manpower budget/POM products.

6. Meetings. The O&M,N Review Board will, at a minimum, meet to review and advise on the Command's O&M,N and Manpower Program Objective Memorandum, and midyear review/apportionment proposals. Additional meetings may be convened at the direction of the chairperson.

7. Responsibilities. The Staff Advisor of the O&M,N Review Board, will perform duties as assigned by the chairperson, including the following:

a. Prepare and publish the agenda and announce the O&M,N Review Board meetings.

b. Ensure all guidance, directions, and necessary documentation are developed prior to the scheduled meeting.

c. Review program backup data for adequacy, and distribute at scheduled meetings.

d. Develop briefing materials for presentation to the commander, reflecting board recommendations.

e. Implement final decisions of the commander.

f. Ensure follow-up actions as required.

g. Perform all other administrative duties of the O&M,N Review Board.

  
**D. J. WOLKENSDORFER**  
**Assistant Commander for Fleet Support**  
**and Field Activity Management**

Copy to: (2 copies each unless otherwise indicated)  
SNDL: C84B (Morgantown (1 copy)); FKAIA, (AIR-07D21 A/L (1 copy)),  
AIR-71532 (10 copies), AIR-71541A (40 copies)

Stocked: NAVAIRHQ (AIR-71541A)